



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

CMC-MM

29 DEC 2004

PERSONAL

GREEN LETTER NO. 08-04

From: Commandant of the Marine Corps
To: All General Officers
All Senior Executive Service Members

Subj: GENERAL OFFICER CAREER TRANSITION SEMINAR

1. Congress has mandated that we ensure all retiring Marines are afforded transition assistance services, to include our general officers. Since assignments, career progression and overall management of general officers is one of my most difficult and challenging tasks, I view a quality and worthwhile career transition opportunity as paramount and solely my responsibility.

2. The Marine Corps, in conjunction with the Navy, has embarked on a joint venture to provide transition assistance to our senior leadership. Each year, normally during January, April, June, September and November, we offer a flag officer "Career Transition Seminar" in Washington, DC. The Marine Corps quota for each seminar is three officers and their spouses.

3. Each session of this week long seminar is filled with valuable information. About two-thirds of the seminar is spent with a first-rate executive placement firm specializing in post-military career job search. Seminar leaders focus on marketing yourself in the civilian community using a combination of lectures and one-on-one sessions, which are absolutely invaluable. The remaining time concentrates on specific, service-related matters. Experts in fields such as legal issues relating to post-military employment, medical and Veterans Affairs benefits, Survivor Benefit Plan, Navy Mutual Aid, and financial planning are brought in to provide their expertise. The legal brief on post-government service employment is very worthwhile. The entire package is thorough and comprehensive, and is well worth the investment of your time.

4. Funding is provided to cover the overall seminar costs. Since this is official business, command TAD funds may be used to cover your travel and lodging expenses. Spouses are strongly encouraged to attend.

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5. To schedule yourself for one these seminars, I suggest you contact the Head of the Separation and Retirement Branch, Mr. Jim Rathbun, at commercial (703) 784-9347 or DSN 278-9347. In addition to assisting with this scheduling, he will ultimately process your retirement paperwork and offer a superb brief tailored to your individual requirements. Topics that he will cover include retirement physical, Survivor Benefit Plan, retirement timing for orders, terminal/lump sum leave, social security, Veterans Administration benefits/medical care/TRICARE, allotments, required forms submission, foreign employment, and household goods shipment and storage. This brief will normally be given per your availability, but not later than about two months prior to your final days of active duty (commencement of terminal leave/Permissive TAD). It is designed to provide a comprehensive final overview on the retirement process, associated benefits and entitlements, and an opportunity to field any questions you or your spouse may have.

6. There is no requirement that you submit a retirement request prior to attending the transition assistance seminar, but the information presented is perhaps most useful 18 to 24 months prior to your anticipated retirement date. Although this seminar is not mandatory, I encourage all interested general officers to complete it no later than 6 months prior to retiring. Seats are on a first-come, first-serve basis.

7. In planning for your retirement, I cannot stress strongly enough the importance of this transition training. You have made it a lifelong pursuit to be the caretakers of our Corps, and to nurture and develop our Marines. Your selfless contributions are too many to count. As the eventuality of retirement looms closer, your focus should be directed toward yourself and your family.



M. W. Hagee